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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

Office of
Research Administrator

May 25, 1951

03
Staff Memorandum No. 5

Paper Conservation

Secretary Memorandum No. 1296, issued under date of May 14, 1951, calls attention to the urgent need for the conservation of paper and paper products. This immediate office, because of its size and type of work, is not an agency which is a heavy consumer of paper products. Nevertheless, it is important for all of us to do everything possible to save paper and it is urged that all members of the staff cooperate to this end. Ways in which this could be done would include, of course, as much single spacing as possible in correspondence, avoiding the use of unnecessary carbon copies, using both sides of the sheet in mimeographing, and the use of old forms and letterheads for memorandum pads rather than the discarding of such material. It is requested that these and other appropriate means of paper conservation be fully utilized.

B. T. Shaw,
Acting Administrator



